

**Child Protection and Family Services Agency
Ministry of Education, Youth & Information
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE	Manager, Financial Reporting
JOB GRADE	9
POST NUMBER	
DIVISION	Financial Management & Accounting Services
REPORTS TO	Director, Financial Management & Accounting Services
DIRECT REPORTS	Payables Officer Payroll Officer Receivables Officer Financial Reporting Officer

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

STRATEGIC OBJECTIVE OF THE DIVISION

To provide the necessary and appropriate management and leadership of the Agency's financial planning and management, to ensure the achievement of the Agency's strategic objectives.

JOB PURPOSE

To supervise the day-to-day operations of the Accounting and Payroll functions and performing professional level accounting work including analyzing financial information, preparing financial statements/reports and ensuring that accounting principles and procedures conform to the FAA Act, EA Act and other Government regulations and policies, as well as the requirements of the Advisory Board.

KEY OUTPUTS

- Chart of Accounts maintained
- Financial statements prepared and submitted
- Final Accounts process undertaken
- Balance sheet accounts reconciled (bank, payables, receivables etc.)
- Performance Appraisals for direct reports completed

JOB RESPONSIBILITIES

1. Contribute to the development of the Agency's strategic plan and the Division's operational plan and budget
2. Assist in formulation of accounting policies, systems and procedures and review and implement changes in procedures to improve effectiveness and efficiency of the systems and procedures in the Division and Agency-wide
3. Provide strategic direction for team members and provide professional advice to staff and other relevant personnel on accounting and financial matters
4. Prepare and submit performance and other reports and ensure timely submission of all documents/information as requested
5. Ensure that proper accounting and financial records are maintained
6. Supervise all financial accounting activities ensuring that proper systems and procedures are in place for invoicing, collection of receivables, payment of suppliers, payment in respect of contracts, preparation of cash reports, reconciling books of accounts and general banking duties
7. Supervise the interface of manual and sub-systems (payroll, traveling, supper and taxi, foster care and grants) with the accounting package
8. Oversee the payroll and accounting functions to ensure timely and accurate processing and compliance with regulations and guidelines
9. Provide professional advice regarding handling of payroll matters arising
10. Conduct assurance tests for the accurate capture of payroll liabilities and accrued wages

11. Ensure the payment of statutory and non-statutory remittances to the relevant organizations within established deadlines
12. Manage the process for accurate capture of transactions for final accounts
13. Verify and approve journal entries
14. Assess activity charges in the chart of accounts
15. Monitor and reconcile charges in fixed assets value and depreciation charges, changes in equity, and differences in trial balance
16. Generate, review and submit the Agency's Financial statements, and analysis reports by cost centres to the Director
17. Assess and monitor adequacy of internal control systems to effectively maintain financial transactions and to detect and prevent corruption, fraud, misappropriations and any other risks
18. Manage customer service strategies for internal and external clients
19. Ensure the generation of audit schedules and clarification for Accounts Payables, Payroll Accounts, Receivables, Receipts and bank reconciliations; and to support assertions of Financial Statements
20. Reconcile the reserves of the Agency (Capital, Donated assets, Equity)
21. Manage the process for custody, safety, movement of transaction records
22. Liaise with the Internal Auditor to resolve queries and implement corrective measures to ensure adherence to internal controls and to appraise him/her of issues observed/identified
23. Provide information to internal and external Auditors as requested
24. Prepare ad hoc reports as requested by the MOFP
25. Communicate relevant information and developments in the specialized area to staff as needed to keep them engaged and motivated
26. Manage the performance and development of direct reports in the Unit through the preparation of performance appraisals and recommendation of training and development programmes
27. Ensure the maintenance of confidentiality and trusting relationships in accordance with the mandate of the Agency
28. Conduct staff meetings periodically as required
29. Represent the Agency at meetings, conferences, seminars and workshops as directed
30. Perform other related functions assigned from time to time

PERFORMANCE CRITERIA

- Annual Work Plan is prepared, approved, implemented and monitored
- Financial statements prepared and submitted accurately and within established deadlines
- Balance sheet accounts reconciled (bank, payables, receivables etc.) within established deadlines
- Performance Appraisals for direct reports completed within established deadlines.

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)
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- Certify payments in accordance with the FAA Act

- Authorise salary deductions
- Ensure proper and effective system of internal control is in place
- Recommend/suggest changes and improvements to operations
- Represent the organization at conferences and meetings locally and internationally

QUALIFICATION & EXPERIENCE

- ACCA Level 2
- Degree in Accounting or Management
- Certificate in Supervisory Management
- Minimum of five (5) years' experience in area of Accounting of which two (2) years shall be in a supervisory accounting position

OR

Any equivalent combination of education and experience.

REQUIRED COMPETENCIES

- In-depth knowledge of the Executive Agencies Act, Public Bodies Management and Accountability Act (PBMA) and Financial Administration and Audit Act (FAA Act)
- Excellent knowledge of Company Law, GCT and Income Tax Regulations and Accounting Standards
- Sound knowledge of GoJ Staff Orders, MoFP circulars and Agency Human Resource Policies and Practices
- Basic knowledge of the Child Care and Protection Act, Children (Adoption of) Act, National Parent Support Policy and other relevant legislation and national policies
- Sound knowledge of Government Procurement Policy and other regulations
- Excellent work ethic with sound project management skills, ability to plan and organize work, deliver under pressure, react quickly and appropriately to urgent needs to meet critical deadlines
- Ability to develop, implement and administer effective internal controls
- Unquestionable integrity and professionalism
- Proficiency in the use of relevant computer applications and accounting software including Microsoft Suite applications, Payroll and Accounting systems
- Excellent working knowledge of accounting systems, processes and policies and practices
- Sound knowledge of budgeting and forecasting techniques
- Excellent analytical skills
- Ability to provide effective leadership and foster team development
- Excellent interpersonal and human relations skills
- Adept in report writing
- Excellent oral and written communication skills

WORK RELATIONSHIPS

Internally

Divisional/Regional Directors

Unit Managers/Supervisors/Team Leaders

Human Resource Management & Administration Division (HR,
Support Services, IT)

Internal Audit

Externally

Liase with the external Auditors

Liase with partners e.g. UNICEF

Liase with banks and other stakeholders

Externally

Ministry of Finance &
Planning

Others MDAs

Financial Institutions

External Auditors

Auditor General's

Department

Statutory bodies

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal office environment
- Will be required to travel to Parish Offices and Children's Homes from time to time